

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA



August 4, 1998

ALL-COUNTY LETTER NO. 98-60

REASON FOR THIS TRANSMITTAL

- ☒ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order or Settlement Agreement
- ☐ Clarification Requested by One or More Counties
- ☐ Initiated by CDSS

TO: ALL COUNTY WELFARE DIRECTORS
ALL CalWORKs WELFARE-TO-WORK COORDINATORS
COUNTY ALCOHOL AND DRUG PROGRAM ADMINISTRATORS
COUNTY FISCAL OFFICERS

SUBJECT: CalWORKs REPORTING REQUIREMENTS FOR SUPPLY, DEMAND,
AND UTILIZATION OF SUBSTANCE ABUSE TREATMENT SERVICES

REFERENCE: ACL 98-23
ADP 97-65
CFL 97/98-16

This letter provides information on the initial reporting requirements for substance abuse treatment services for CalWORKs recipients. The data to be collected in accordance with this letter are on: (1) CalWORKs recipients who are admitted to substance abuse treatment (data collected through the California Alcohol and Drug Data System, or CADDs); (2) recipients placed on waiting lists for substance abuse treatment (data collected through the Drug and Alcohol Treatment Access Report, or DATAR); and (3) funds that are budgeted and expended by providers for substance abuse services to CalWORKs recipients.

Background

Pursuant to Assembly Bill 1542 (Section 115, Welfare and Institutions Code Section 11325.8), effective 1/1/98, the County Welfare Departments (CWDs) and the County Alcohol and Other Drug (AOD) Programs are required to collaborate to ensure an effective system is available to provide AOD services to recipients whose substance abuse creates a barrier to employment. The CWDs are encouraged to enter into agreements with the county AOD programs for such services. If a CWD determines that the County AOD program is unable to provide the needed services, the CWD may contract directly with a nonprofit substance abuse program which is licensed or certified by the Department of Alcohol and Drug Programs (ADP).

Data Collection Requirements

AB 1542 requires that specific data be collected to measure the supply, demand, and utilization of substance abuse treatment services. The California Department of Social Services (CDSS) is working with the ADP to coordinate this data collection in order to move towards meeting these requirements. The data will be collected through the CADDs, the DATAR, fiscal data forms and diskettes. Where a CWD contracts with the County AOD to provide services, these systems are already in place to collect the required data, and no action is needed on the part of the CWD to initiate the data collection process.

County Welfare Departments' Direct Contracts and Monitoring

If a CWD contracts directly with a substance abuse treatment provider, the following process has been established and must be followed in order to collect the required data. To support the necessary data reporting, a CWD contract with the provider should include specific language to ensure that the data required by the state are provided. Sample language, adapted from ADP's county contracts, is enclosed. Within thirty (30) calendar days of the effective date of a direct provider contract, the CWD shall submit directly to the ADP Contract Management Branch, 1700 K Street, Sacramento, CA 95814, the names of all direct providers and the addresses and telephone/FAX numbers at which contract substance abuse treatment services will be provided to CalWORKs recipients.

The CWDs will ensure through their contracts and contract monitoring that any direct providers without a concurrent contractual relationship with a County AOD Program shall complete the fiscal data forms and diskettes supplied by ADP (including fiscal data on any substance abuse treatment and prevention services, regardless of funding source). The direct providers shall also submit the completed forms and diskettes directly to ADP by the due dates contained in the instructions.

CWDs will also ensure through their contracts and contract monitoring that any direct providers without a concurrent contractual relationship with a County AOD Program shall complete the CADDs Participant Record admission and discharge forms for all clients who enter or leave a substance abuse treatment program. Additionally, within ten calendar days after the end of each month, the direct provider shall submit these forms and both a completed CADDs Provider Summary Report and a completed DATAR form directly to the ADP Data Management Section.

When a CWD receives the single audit report for each direct provider that expends a total of \$300,000 or more in all federal assistance funds except MediCal, the CWD shall submit a copy of the report to the ADP Audit Services Branch within thirty (30) calendar days following the receipt of the report.

Counties' Annual Reports to the State

AB 1542 specifies that each county must report annually to the state the number of recipients who receive substance abuse treatment and the extent to which the allocation of funds appropriated by the Legislature for this purpose is sufficient to meet the need for substance abuse

services as determined by the county. The reporting process discussed in this ACL will assist the counties' in carrying out their responsibilities to report this data to the state. However, additional information may be requested later from the counties to determine the funding needs.

From the data collected, ADP will determine the number of CalWORKs recipients who are admitted to or placed on a waiting list for substance abuse treatment as required by a Welfare-to-Work Plan. ADP will forward this information to CDSS to report the utilization and fiscal information to the Legislature on behalf of the counties. Additional data on substance abuse treatment demand, supply, and utilization which may not be captured in this process, will be discussed in a future letter.

If you have any questions regarding this letter, please contact Joeana Carpenter of the Data Analysis and Publications Branch at (916) 657-3288 or ADP Data Management Services at (916) 327-8627.

***Original Document Signed By
John H. Wilson on 8/4/98***

JOHN H. WILSON
Deputy Director
Program Planning and Performance Division

Enclosure

c: Gloria J. Merk, II
Deputy Director, Program Operations Division
Department of Alcohol and Drug Programs

CWDA

Attachment

REPORTING REQUIREMENTS (Suggested Contract Language)

Additional Reports

1. The vendor agrees to submit to the California State Department of Alcohol and Drug Programs (ADP) in accordance with Health and Safety Code Section 11758.12(d), that information required by the State. The data shall include, but is not limited to:
 - Drug and Alcohol Treatment Access Report (DATAR) (which includes and incorporates data from the Provider Waiting List Record);
 - California Alcohol and Drug Data System (CADDs) Participant (Admission and Discharge) Records;
 - California Alcohol and Drug Data Systems (CADDs) Provider Summary; and
 - Drug and Alcohol Services Information System (DASIS) Uniform Facilities Data Set (UFDS).
2. The vendor agrees by signing this contract to submit data requested pursuant to this section in a manner identified or on forms provided by ADP.